REQUEST FOR PROPOSALS

for

Legislative Member Services System (LMSS) Replacement

General Assembly of Georgia

Submit all questions about this RFP via email to:

Jennifer Sanders

Fiscal Officer, Legislative Fiscal Office

General Assembly of Georgia

lmssrfp@legis.ga.gov

RELEASED ON:

June 22, 2017

DUE NOT LATER THAN:

July28, 2017, 5:00 P.M. (EDT)

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1. INTRODUCTION

1.1. Purpose of Procurement

The General Assembly of Georgia (GGA), by and through its Fiscal Office, is issuing this Request for Proposals (RFP) for the purpose of selecting a contractor to develop, implement and support a custom software application to replace the current Legislative Member Services System (LMSS).

1.2. Schedule of Events

This RFP shall be governed by the following schedule:

June 22, 2017 Release of RFP

July 11, 2017 Offerors' Conference (10:00AM EDT)

July 12, 2017 Suppliers Questions Due

July 14, 2017 Responses to Supplier's Questions Posted

July 28, 2017 Proposals Due 5:00 P.M. (EDT)

Aug 31, 2017 Proposal Evaluations Complete

Sept 1, 2017 Notice of intent to award

Sept 8, 2017 Notice of award

GGA reserves the right to require oral presentations at any time during the RFP process to obtain additional information.

1.3. Restrictions on Communications with Staff

All questions about this RFP must be submitted in writing, via e-mail only, to Jennifer Sanders, Fiscal Officer, at the following address:

lmssrfp@legis.ga.gov

From the issue date of this RFP until a contractor is selected and the selection is announced, offerors are not allowed to communicate for any reason with any State staff except through the individual named above, or during the offerors' conference. GGA reserves the right to reject the proposal of any offeror violating this provision. No questions other than those written and sent via email as provided in this subsection will be accepted. No response other than written will be binding upon GGA. Questions accepted and responses given shall be made public by IT by posting on the GGA's internet website.

1.4. Offeror's Conference

There will be an Offeror's Conference held on July 11, 2017 at 10:00AM in the Senate Mezzanine Room located in the State Capitol, 206 Washington St SW, Atlanta, GA 30334. Attendance at the Offerors conference is not mandatory, but strongly encouraged.

Offerors will also be provided the option to join the conference virtually via GoTo Meeting

GGA Offeror's Conference

Tue, Jul 11, 2017 10:00 AM - 11:00 PM EDT

Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/737893573

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 737-893-573

1.5. Contract Term

The contract term shall be two years, beginning upon the date of the notice of award of the contract. GGA shall have three (3), one (1) year option(s) to renew, which options shall be exercisable at the sole discretion of GGA. GGA reserves the right to cancel the contract any time, for any reason, without notice.

1.6. Background

GGA is the legislative branch of Georgia state government. The Legislative Fiscal Office is one of the Joint Offices of the Georgia General Assembly and is responsible for all accounting functions for the General Assembly as well as minor building maintenance. A primary function of the office is the reimbursement the Members of the General Assembly for Per Diems and allowable expense reimbursements as outline in O.C.G.A. § 28-1-8 and O.C.G.A. § 45-7-4. The Fiscal Office uses the Legislative Member Services System to process Member's Per Diem and expense reimbursements.

The Legislative Member Services System (LMSS) is a custom stand-alone application that tracks expenses and provides reimbursements for expenses incurred by members of the

State of Georgia General Assembly. The Legislative Fiscal Office (LFO) is the primary user of LMSS and technical support is currently provided by the State Accounting Office.

The challenges with the current environment include:

- Manual paper based business processes
- PC based software with limited external access
- Manual interface processing
- An inability to access information and build ad-hoc queries and reports
- System supportability due to outdated technology.

The objective of the project is to replace the current LMSS system with a new more modern web based system that includes the following functionality:

- The ability to provide online submittal of expense reimbursement and receipts
- The ability to provide automated workflows for expense approvals
- The ability to provide payments via ACH
- Automated interfaces to the State's PeopleSoft Financial and HCM System
- More robust reporting capabilities
- Ongoing system support

1.7. Project Timeline

The GGA expects the project to start upon final award of the contract as indicated in Section 1.2. The GGA would like to take a phased approach to the system implementation consisting of a pilot implementation for a select group of Committees and Members prior to start of the 2018 Legislative Session in January 2018.

Based on the results of the pilot implementation, GGA will determine the extent of the roll-out of the application for the 2018 session which may or may not phase the product in over the course of the 2018 Session.

2. REQUIREMENTS

This section includes requirements of this procurement and should be reviewed carefully by each offeror.

2.1. Scope of Work

The contractor will be responsible for the development and implementation of a custom software application to replace LMSS. The contractor will be responsible for the requirements definition, software installation, system development, testing and training required to implement the new system. In addition, the contractor will provide a project manager that will manage all contractor activities and serve as the single point of contact for the GGA.

The GGA will provide access to key business personnel and the subject matter experts necessary to define the business and technical requirements. The GGA has engaged a project manager to coordinate all internal resources and assist in managing the selected contractor.

2.2. Business Requirements

The current functionality of the LMSS system is documented and listed in Appendix A. This document should serve as a guide to the business process and requirements for LMSS replacement system.

In addition to the business requirements outlined in Appendix A, GGA desires the follow that the new system include the following enhancements:

2.2.1. Member Expense Payment: User Requirement: System will allow paying of member expenses (ERA, SE, PDD, Tax, OFF, CE) up to April 15th cutoff date of current term for members that lose reelection or resign.

2.2.2. Void Vouchers by Batch: User Requirement: User will have the ability to void vouchers by batch.

2.2.3. Official Vouchers: System Constraint: A user can only create an Official Voucher for a member that is designated an Official in the Member Profile screen.

2.2.4. Official Member Assignment: System Constraint: Once a member is assigned as an Official within the Member Profile Modal, you can no longer assign member to a committee of one reimbursement. The Committee of one option within the drop-down menu within the CE voucher modal should no longer be an option.

2.2.5. Committee Abolish Date: User Requirement: A user should be able to enter an abolish date when creating a committee. A user should be able to enter a committee type (Standing, Study, and Temporary), System will remove all active members from a study or temporary committee once the abolish date has expired.

2.2.6. Citizen Member Per Diem Rate: System Constraint: When a member is assigned a role of CIT (Citizen Member) within the Member Profile, any subsequent CE vouchers created for that member should be paid at the reduced rate of $105.00.

2.2.7. Citizen Member Per Diem Rate: User Requirement: The user should be able to configure the Citizen Member Per Diem rate within the System Value modal.

2.2.8. Expense Reimbursements: System Constraint: Expense Charges are not taxable by default.

2.2.9. Reopen Voided Voucher: User Requirement: A user should have the ability to open a voided voucher. A user should be able to change the status of a VOIDED voucher to OPEN by entering an administrative password.

2.2.10. Session Mileage Payment: System Requirement: The system will pay member round-trip mileage on the first day of the generated session. A user cannot pay round-trip mileage for the same date that round-trip mileage was paid with the Session per diem. A user has the ability to override this constraint with a password.

2.2.11. Voucher Inquiry Modal: User Requirement: This new modal is similar to the Check Inquiry modal. A user should have the ability to:

- Search for a Voucher-by-Voucher ID
- Search for a Voucher-by-Voucher Type
- Search by Last name
- Search by First Name
- Filter by House or Senate
- Filter by voucher status
- Pay an open voucher
- Pay all selected vouchers returned in a search to be limited to 8 rows. (Total number that will fit on a check)

2.2.12. Member Profile Comment Field: User Requirement: A user should be able to enter a comment into the member profile modal. The user-entered comment will display on all voucher types:

- SE
- CE
- OFF
- PDD
- TAX

2.2.13. Daily Mileage Rate: User Requirement: A user should be able to enter a mileage rate date range within the system values screen.

2.2.14. Daily Mileage Rate Payment: System Requirement: The system shall pay voucher mileage based on the current rate for the specified date entered into the System Values date range field.

2.2.15. Calendar Widget: User Requirement: A user should have the ability to view vouchers, issued checks, claimed committee of one days, remaining committee of one days, and paid mileage within a calendar widget. The objects represented on the calendar will be color coded by object type. The user should be able to drill into a calendar object to view the detailed information.

2.2.16. Calendar Widget Filtering: User Requirement: A user should be able to filter the objects displayed within the calendar widget by:

- Member Name
- Voucher Type
- Checks by Issued date
- Checks by Status (P, O, V)
- Mileage

2.2.17. Committee of One Days Modal: User Requirement: A user should be able to create committee of one categories and assign number of committee of one days to each type of committee. The system shall track number of Committee of One days within the Calendar widget. Committee of one categories include:

- House
- Senate
- Senate Official
- Senate Floor Leader
- House Official
- House Floor Leader

- Senate Chairman

2.2.18. Multiline Mileage Expense Entry: User Requirement: A user should have the ability to enter multiple lines of mileage to an ERA voucher. The system will track the mileage dates. The system will calculate the correct mileage rate for the selected date(s) and calculate mileage totals for the voucher.

2.2.19. Member Two-Year Term: System Constraint: ERA vouchers will be restricted to a member's active two-year term. A user will have the ability to override this functionality.

2.2.20. Exportable Reports: System Requirement: A user should have the ability to export all reports to the following formats: CSV (Excel), PDF, Email.

2.2.21. The ability to generate ad-hoc queries and reports.

2.3. Workflow / Process Automation Requirements

As part of the new system, the GGA desires that the system provides the configuration, workflows and approvals required to automate the follow business processes:

2.3.1. The submission and approval of the Session and Committee Rosters used to reimburse members for Per Diem fees as outlined in Appendix B.

2.3.2. The submission and approval of expense reports and receipts used to reimburse members for allowable expenditures as outlined in Appendix B.

2.4. Integration Requirements

As part of the new system, the GGA desires that the system provides the table structure, configuration and processes necessary to automate the follow interfaces. The proposed integration diagram is located in Appendix C.

2.4.1. An automated daily interface that sends an ACH file (NACHA format) to the bank for approved Member Per Diems and Expense Reimbursements.

2.4.2. An automated daily interface that sends the tax withholding payments to the bank replacing the current manual process.

2.4.3. An automated daily interface (sent via secure FTP) to the State's PeopleSoft Financial System (known as TeamWorks) that sends journal vouchers to update GGA's General Ledger in PeopleSoft.

2.4.4. An automated monthly interface file (sent via secure FTP) to the State's PeopleSoft HCM System (known as TeamWorks) that sends payroll withholding data from LMSS to TeamWorks.

2.5. Technology Requirements

2.5.1. The new system will be hosted internally by the GGA's IT Department and will need to run on the GGA's Microsoft .NET platform consisting of MS SQL Server 2012 and IIS 2012.

2.5.2. The supplier will review GGA's current architecture, servers and storage to ensure that the resulting system will operate within GGA's technical environment.

2.5.3. The system will have a responsive user interface based on a standard look and feel as develop during the project.

2.5.4. The supplier will perform all system installation and configuration of the technical environment for the new system and provide knowledge transfer to the GGA's IT Staff.

2.5.5. The system should support the following browsers: Internet Explorer (version 8 and up), Chrome, Firefox and Safari.

2.6. System Support

2.6.1. The supplier shall provide sixty days of post go-live production support (on-site, remote or a combination of on-site and remote support).

2.6.2. Beyond the initial sixty-day support period, the supplier shall to provide on-call / help desk support services from 8:00AM to 5:00PM Monday through Friday to answer questions, support end user system operations and resolve application as they arise.

2.6.3. The supplier shall to provide system, development and enhancement services beyond the initial go-live period on either a fixed fee or hourly basis.

3. TECHNICAL PROPOSAL

This section identifies the information which shall be submitted in the Technical Proposal.

3.1. Company Background and Experience

3.1.1. Company Overview

Describe your company, including ownership (subsidiary, affiliate, direct or indirect ownership relationships by another company), number of years providing custom software development solutions, number/location of offices, number of employees, website address, etc. What is average employee tenure for your professional services staff? What is the average employee tenure for your technical support staff?

3.1.2. Company Experience

Describe your company's experience providing custom software solutions. Please provide 3 to 5 detailed summaries (including date and scope) of custom software development and implementation projects of a similar nature (as described in this RFP) that you have delivered.

3.1.3. References

Provide at least 3 references of a similar (or larger) size and scope of this RFP. For each reference, please provide the:

- Customer Name
- Customer Reference Contact Information
- Term of Contract (Start to end date)
- Overview of Customer's Project

3.1.4. Subcontractors

Detail your company's plans to utilize subcontractors to fulfill any portion of the responsibilities outlined with the RFP scope. List each subcontractor, the component of professional services the subcontractor will be providing, and a statement of the subcontractor's qualifications including the tenure of the Supplier's relationship with the subcontractor.

3.1.5. Conflict of Interest

If an offeror has any existing client relationship that involves the State of Georgia, that offeror shall disclose each such relationship.

3.1.6. Customer Complaints

State the offeror's practices and procedures to be followed in handling the problems and complaints of customers on any aspect of the project.

3.1.7. Financial Stability

The offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the offeror shall provide their most recent audited financial report; or

- If a private company, the offeror shall provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the offeror's financial stability.

3.1.8. Insurance

If awarded a contract, the Supplier shall procure and maintain insurance which shall protect the Supplier and the State of Georgia (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth in the statewide contract attached to this solicitation throughout the duration of the statewide contract. The Supplier shall procure and maintain the insurance policies described below at the Supplier's own expense and shall furnish GGA an insurance certificate listing the State of Georgia as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the Supplier includes contractual liability coverage applicable to the contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in Georgia); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to GGA.

The Supplier and all subcontractors are required to maintain the following insurance coverage's during the term of the statewide contract:

A. Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the Supplier qualifies to pay its own workers compensation claims.) In addition, the Supplier shall require all subcontractors occupying the premises or performing work under the statewide contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

Bodily injury by accident - per employee	$100,000;
Bodily injury by disease - per employee	$100,000;
Bodily injury by disease – policy limit	$500,000.

B. Commercial General Liability (CGL):

Each Occurrence Limit	$ 1,000,000
Personal & Advertising Injury Limit	$ 1,000,000
General Aggregate Limit	$ 2,000,000
Products/Completed Ops. Aggregate Limit	$ 2,000,000

C. Automobile Liability

Combined Single Limit	$1,000,000

D. Umbrella Liability	$2,000,000
E. Professional Liability	$5,000,000

The Supplier shall add the "State of Georgia, its officers, employees and agents" as an additional insured under the commercial general and automobile, umbrella, professional liability policies.

The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to GGA. Certificates of Insurance showing such coverage to be in force shall be filed with GGA prior to commencement of any work under the statewide contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to

GGA, which must have a minimum A.M. Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

Within ten (10) business days of award, the awarded Supplier must procure the required insurance and provide GGA with two (2) Certificates of Insurance. Certificates must reference the contract number. The Supplier's submitted pricing in response to this solicitation must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

3.2. Project Management

3.2.1. Project Management Approach

Please describe your Project Management Approach and include your plan for status meetings, project team communication, progress reports, issue resolution, managing scope / project change control and risk management. Please attach sample deliverables for weekly/monthly plus executive status reports, change control management and issue resolution log and risk management.

3.2.2. Requirements Definition

Describe how you will work with GGA to gather and validate the detailed requirements needed to develop the new system and successfully implement the desired future state processes and system functionality.

3.2.3. System Testing

Provide a Master Test Strategy outlining your approach for functional, system integration testing (end-to-end), security and user acceptance testing. Please describe your approach and any tools for developing test scripts, ensuring requirements traceability, creating test environments, defect tracking and issue resolution.

3.2.4. Training

Describe your training programs for functional end-users and technical personnel. Please detail whether training will be conducted on-site, remote/webinar or via a self-help instructional module. Please address availability of hardcopy, softcopy and on-line training documentation that will be provided. As part of your response, please address how you evaluate the readiness of users to access and use the systems following training.

3.2.5. Roll-out Plan

Based upon your experience, industry insights and best practices, describe your recommended deployment strategy/cutover plan based upon the current and future state documents outlined in the Appendices (A, B & C).

3.3. Project Staffing Approach

3.3.1. Project Staffing Model

Provide a description of the proposed staffing/organization (i.e., engagement model) to be used during the project, including any subcontractors. Supplier should include an integrated project organization chart, roles and responsibilities, on-site versus off-site locations, for its resources as well as Supplier's expected project involvement from GGA (type of resource and time commitment).

3.3.2. Current Capabilities

The Supplier shall provide and retain qualified staffing at levels necessary to ensure successful implementation of the LMSS replacement system. Detail how Supplier is currently staffed to service GGA and, if needed, your timeframe for staffing up to meet the needs of this project.

3.3.3. Proposed Project Manager

Assuming an August 2017 project start date, state the name, phone # and email address of the individual who would have primary responsibility for project implementation (i.e., assigned project manager). Provide a resume of the named project manager which includes information on the project manager's skills and qualifications relevant to this project. It is expected that Supplier will make its assigned project manager available during oral presentation(s) – if requested.

3.3.4. Proposed Staff

Provide a list of Supplier's team members (including those provided by a subcontractor) that will perform key roles in the project. Include a qualification summary and pertinent information describing each team members' related experience, how long each team member has worked for/with the Supplier, project role, specialty and approximate "face-time" dedicated to the State. Are the individual team members also working to provide similar services on other accounts?

3.3.5. Account Management

How will you manage and organize your on-going contact with the State in terms of account management/sales, invoicing, and enhancement management?

3.3.6. On-going Support

Please describe your company's capabilities and plan for providing the GGA with:

- Sixty days of post go-live production support (on-site, remote or a combination of on-site and remote support).

- On-going help desk support services to: answer routine system questions, support system users and resolve issues as they arise.

- Development and enhancement services on an as needed basis.

3.4. Statement of Work

The offeror shall provide a Statement of Work for the project that detail its plan on how it would perform the services to meet all the requirements set out in Section 2 within the project timeframe outlined in Section 1.7 of this RFP.

Supplier's submitted SOWs should include an implementation plan or work breakdown structure that shows deliverables, major tasks, project milestones, associated dependencies, assignment of Supplier's resources and State's resources and timeline

As part of the SOW, the offeror shall:

- Demonstrate an understanding of all the requirements listed in Section 2 (business, process automation, integration and technical) and how the proposed solution would meet those requirements
- Describe its methodology for software development projects
- Provide a detailed work breakdown structure (WBS) with a list of project deliverables by phase
- Provide an overview of the project staffing model and where key activities would occur (on-site, virtual meeting or off-site)
- List any issue or concerns in meeting the offeror's ability to meet the project requirements (Section 2) or timeframe (Section 1.7).

4. COST PROPOSAL

The GGA expects the work to be performed on a fixed fee basis. The proposed costs should include all project/staffing resources and all configuration, installation, testing and deployment deliverable as proposed by Supplier. Supplier's proposed cost must include all of Supplier's transportation, travel & living expenses and miscellaneous charges.

4.1. Cost Worksheet

Using a format similar to the table below, please provide the fixed fee cost by Project Component. Be sure to include all project cost (including travel expenditures) to deliver the solution including requirements gathering, development, testing and training.

Project Component	Estimated Hours	Cost	Comments
1. Replacement of Current System as defined in Section **2.2 Business Requirements** including the technical environment configuration as outlined in **Section 2.5 Technical Requirements.**			
2. Development and implementation of Workflow / Automation Requirements as defined in **Section 2.3.**			
3. Development and implementation of Integration Requirements as defined in **Section 2.4**			
4. On-going production support / help desk services as defined in **Section 2.6**			
Total			

4.2. Scope

Provide a listed of all items in scope and out of scope for the Legislative Member Services System project. Any changes in scope will be reviewed and approved by the Fiscal Office of the Georgia General Assembly and the supplier according to an agreed upon Change Control Plan.

4.3. Assumptions

Provide a list of all assumptions used in developing the project costs.

4.4. Additional Services

Since the GGA may require solution support and enhancement(s) on an on-going basis, GGA is requesting that the Supplier provide a rate card for the following resources as identified below. Proposed cost must include all Supplier transportation, travel & living expenses and miscellaneous charges.

Resource	Hourly Rate
Project Manager	
Developer	
Business Analyst	
QA Analyst	
UX Consultant	

5. PREPARATION AND SUBMISSION OF PROPOSALS

5.1. Preparation of Proposal

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the offeror should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

5.2. Organization of Proposal

The offeror's proposal in response to this RFP must be divided into two separate parts: (1) Technical Proposal; and (2) Cost Proposal. Each part shall be labeled accordingly. Do not include cost information in the Technical Proposal.

The contents of such parts shall be as follows:

1. **Technical Proposal:** Providing all information required under Section 3.0 of this RFP; and shall be organized in the following sections:

   - Company Background and Experience
   - Project Management
   - Project Staffing Approach
   - Statement of Work

2. **Cost Proposal:** Providing all information required under Section 4.0 of this RFP. and shall be organized in the following sections:

   - Cost Worksheet
   - Scope
   - Assumptions
   - Additional Services

5.3. Submission of Proposals

Proposals must be submitted via e-mail only, to Jennifer Sanders, Fiscal Officer, at the following address:

lmssrfp@legis.ga.gov

Submissions are due not later than July 28, 2017, 5:00 P.M. (EDT). Any proposal received after the due date and time will not be evaluated.

6. EVALUATION

All timely proposals will be evaluated in accordance with the following steps. The objective of the evaluation process is to identify the proposal which is most advantageous to the GGA based on a combination of technical and cost factors. The evaluation will be conducted based on the following process.

6.1. Administrative/Preliminary Review

First, the proposals will be reviewed to determine the proposal's compliance with the following requirements:

1. Proposal was submitted by deadline in accordance with Section 5.3
2. Proposal is complete and contains all required documents
3. Technical Proposal does not include any pricing from the Cost Proposal

6.2. Technical Proposal Review

For all proposals determined to be "Responsive Proposals", the Evaluation Team will review and score the responses to the Technical Proposals in accordance with the point allocation in Section 6.4 "Scoring Criteria" of this RFP

6.3. Cost Proposal Review

GGA may utilize lowest cost, lowest total cost, and total cost of ownership (TCO) or greatest savings to determine the most competitive cost proposal. The supplier deemed to have the most competitive cost proposal overall, as determined by GGA, will receive the maximum weighted score for the cost criteria. Other proposals will receive a percentage of the weighted score based on the percentage differential between the most competitive cost proposal and the specific proposal in question.

6.4. Scoring Criteria

The supplier's cost score will be combined with the supplier's technical score to determine the supplier's overall score (or "total combined score"). The overall score is based on the following point allocation:

Category	Criteria	Points
Cost Proposal	Cost of proposed products and/or services	300 points
Technical Proposal	Ability to meet the Project Requirements	700 points
	Total	**1,000 points**

6.5. Offeror Presentations

The GGA reserves the right to invite one or more Offeror's who submit a response to this RFP to give an oral presentation of their proposal to GGA. This will provide an opportunity for the supplier to clarify or elaborate on the proposal but will in no way change the original proposal. GGA has will schedule the time and location of these presentations.

6.6. Best and Final Offers

At GGA's discretion, GGA may request best and final offers from one or more offerors for obtaining the offer that would be the most advantageous to GGA. Such best and final offers will be required within 72 hours of the request, if made, unless otherwise specified by GGA.

6.7. Rejection of Proposals/Cancellation of RFP

GGA reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of GGA. It is also within the right of GGA to reject proposals that do not contain all elements and information requested in this document. GGA reserves the right to cancel this RFP at any time. GGA will not be liable for any cost/losses incurred by the offerors throughout this process.

7. TERMS AND CONDITIONS

7.1. RFP Amendments

GGA reserves the right to amend this RFP prior to the proposal due date. Offerors are encouraged to frequently check the GGA website for notice of amendments.

7.2. Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a request sent via email to the individual named in subsection 1.3. A request to withdraw a proposal must be submitted by an authorized individual who shall be identified in the email by name and position.

7.3. Cost for Preparing Proposals

The cost for developing the proposal shall be the responsibility of the offeror only.

GGA will not provide reimbursement for such costs.

7.4. Acceptance of Terms and Conditions

Submission of a proposal constitutes acceptance of the terms, conditions, criteria, requirements, and evaluations set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP, including, without limitation, any objections to the process that GGA uses to evaluate the proposals and award the contract.

7.5. Contract

Prior to award of the contract, the offeror selected pursuant to Section 6. will be required to enter into discussions with GGA to finalize a contract before an award is made. GGA reserves the right to negotiate modifications with the successful offeror. Such discussions and negotiations are to be finalized within one (1) week of notification. Failure to finalize the terms of an agreement within such period will lead to rejection of the offeror's proposal.

7.6. Compliance with Laws

The contractor and any subcontractor thereof shall comply with all applicable state and federal laws, rules, and regulations.

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APPENDIX A – LMSS SYSTEM REQUIREMENTS

The State of Georgia
Legislative Fiscal Office

Legislative Member Services Systems (LMSS)
System Documentation

April, 2004

Appendix A – Table of Contents

1. Overview

The Legislative Member Services System (LMSS) tracks expenses and provides reimbursements for expenses incurred by members of the State of Georgia Legislature. The LMSS system resides within the Legislative Fiscal Office and is supported by the Financial System Section of the Georgia Technology Authority. Although the LMSS system is a standalone application, it is critical to the operations of the State Legislative by providing Legislators with per diem and expense account reimbursement checks on demand.

Members of the Georgia General Assembly, which consists of the House of Representatives and State Senate, are reimbursed for certain expenditures incurred during their term. The expenses are tracked in LMSS and are categorized as follows:

- Session Expenses - Members of the General Assembly are paid a per diem for expenditures each day that the Legislature is in session. In addition to the per diem, each member is reimbursed once a week for roundtrip mileage from his/her home to the State Capitol.

- Committee Expenditures - Legislative Members are paid a per diem for days in which the Legislature is not in session and they participate in a Committee Meeting. Members can only receive one per diem per day regardless of the number of committee meetings they attend in a given day. If the Committee meets during a week when the General Assembly is not in session, members are reimbursed for round trip mileage from his/her home to the State Capitol or wherever the Committee meeting is held.

- Expense Reimbursement Accounts - Legislators are provided with an expense account of $7,000 per year. Any balance of the $7,000 allowance not used in the first year of a term is automatically carried over to the second year. Any balance remaining at the end of a Legislature's term is returned to the State Treasury.

- Official Expenses – Legislative Members in leadership positions are paid a per diem for days in which the Legislature is not in session and they perform official business.

- Per Diem Differential – Prior to 1999, members of the General Assembly were reimbursed for the differential between the State and Federal per diem rates.

1. Business Processes

This section provides an overview of the business processes supported by the LMSS systems which are as follows:

1. **Session Set-up:** The process used to establish the Members, Committees, tax and per diem information for a session year.

2. **Session Checks**: The process for generating per diem checks for the entire member population.

3. **Committee Expenses:** The process for generating per diem checks for days in which members participate in Committee meetings.

4. **Expense Account Reimbursements:** The process of generating reimbursement checks for general expenses incurred by members.

5. **Tax Payment Processing:** The process for paying State, Federal and Social Security taxes.

6. **Monthly Reports:** The process for generating the monthly reports used for balancing and general ledger journal entries.

7. **W2 Processes:** The process for generating member W2 forms.

8. **Schedule of Payments Report:** The process for creating the schedule of payments report.

9. **Audit Extract:** The process for creating the extract files for the State Auditor's Travel and Expenditures Book.

1.1. Session Set-up

At the beginning of each Legislative Session, the information about the session, the members and the committees must be established in LMSS. The following information is entered to create a session.

1. General Session Information - General session information is comprised of session default information which is applied to member reimbursements. General session information is comprised of the following:

Field	Description
Account Year	The year of the Session
Per Diem Rate	The per diem rate for Members assigned by law
Per Diem Differential Limit	The maximum amount of per diem differential to be paid to Members. (Per Diem Differentials have not been paid since 1999)
Per Diem Differential Rate	The difference between the Federal and State Per Diem. (Per Diem Differentials have not been paid since 1999)
Fit	Federal Income Tax Rate
Sit Rate	State Income Tax Rate
FICA Rate	Social Security Withholding Tax Rate
FICA Med Rate	Social Security Medicare Withholding Tax rate
Differential Days Limit	The maximum allowable differential days
Session Start Date	The 2nd Monday in January
Session End Date	The Sunday prior to the 2nd Monday in January of the following year.
Auto Mileage Rate	$.28/mile (determined by law)
Expense Reimbursement Account	$7,000 / session per year (determined by law)

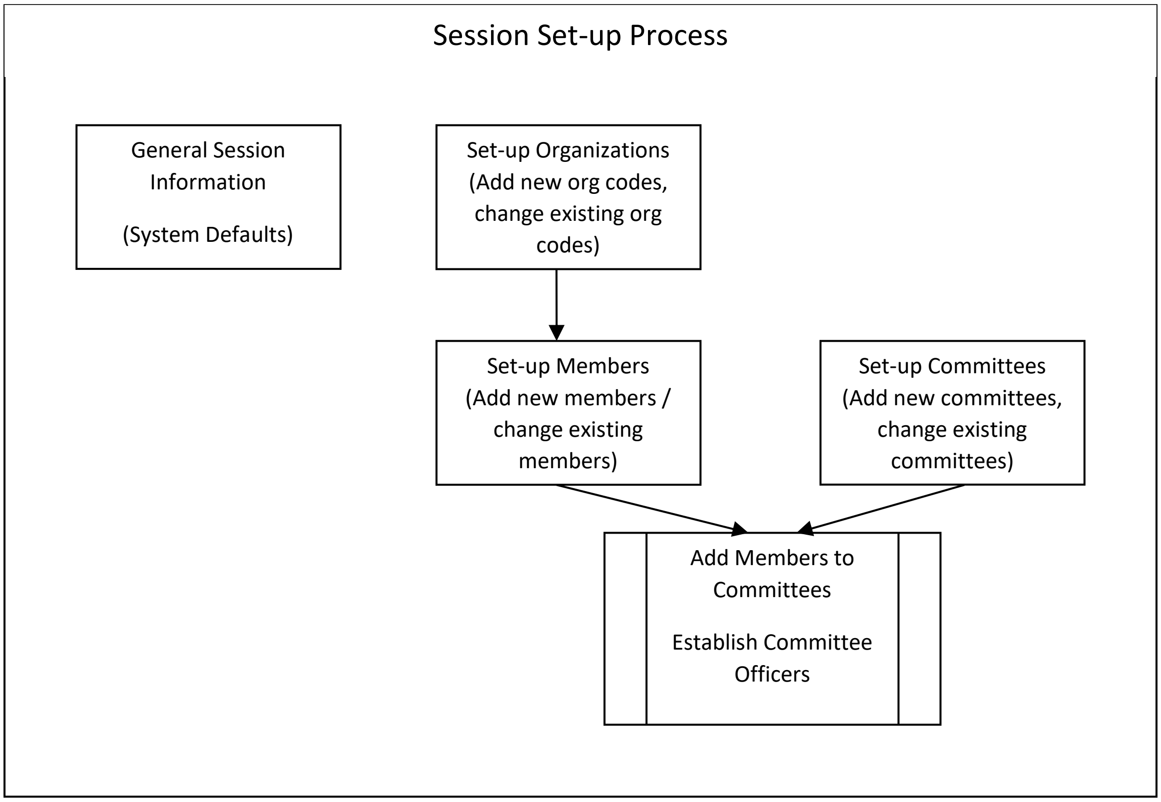
2. Organization Information – Organization information contains the organization codes and descriptions for members and leaders of the General Assembly.

3. Member Information –Member information contains information about the members of the General Assembly.

4. Committee Names - The name and organization code of each Senate and House Committee. Other than special committees established for a given session year, the Senate and House Committees rarely change.

5. Committee Membership - Committee membership lists the members and their role on each committee. Each Committee is comprised of the following roles: Chairman, Vice Chairman, Secretary and Member.

The following flow chart depicts the Session Set-up process:

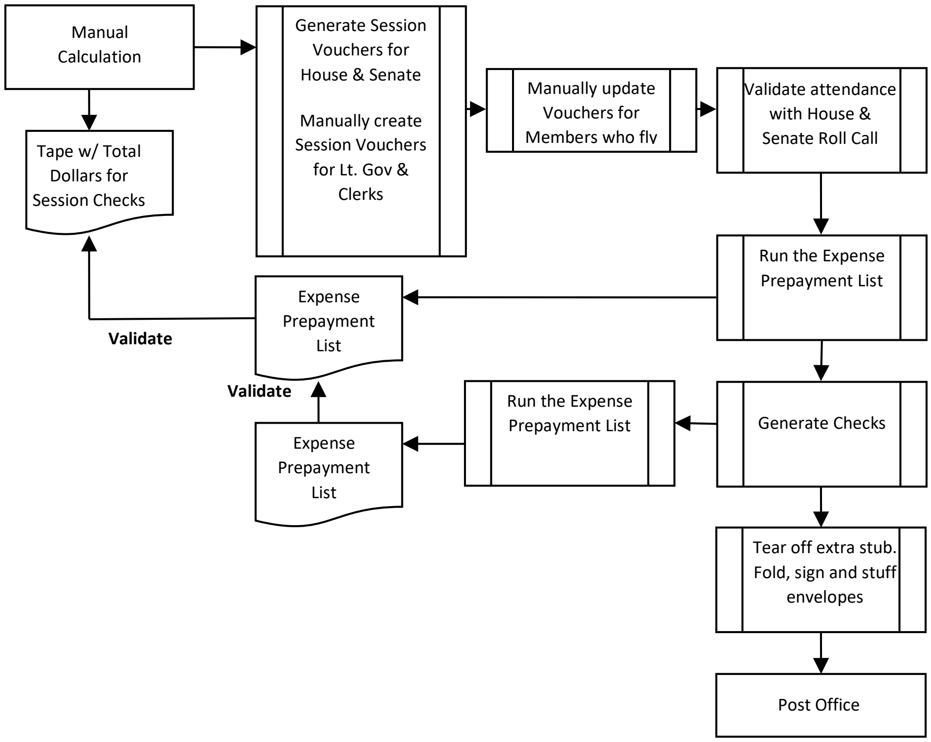


1.2. Session Checks

The Session Check process generates the per diem checks for all members of the General Assembly for a given time period. Session Checks are typically run once a week during the Session for the number of days that the legislature met during the week. The Session Check Process consists of the following steps:

1. A manual calculation is performed to determine the total dollars for the check run. The calculation used for validation is (the # of days that the Legislature was in session for the week *times* the per diem rate) *times* the number of people (239 Members = 180 House of Representatives, 56 Senate, the Lt. Governor, the Clerk of the House and the Clerk of the Senate.)
2. The Generate Session Vouchers process is run to create the Session Vouchers for the members of the House and Senate.
3. Manually create Session Vouchers for the Lt. Governor, the Clerk of the House and the Clerk of the Senate.
4. Manually update the mileage information on the Session Vouchers for members who fly to Atlanta.
5. Validate the Member's attendance by reviewing the Roll Call of the House and Senate to ensure that members were physically present in the Session. If a member did not vote, but was physically present, they will not appear on the Roll Call. Members who were physically present, but did not vote must complete an affidavit certifying their attendance. If a Member completes the affidavit, they will receive their Session Check for that day at a later date.
6. Run the Session Expense Prepayment List and validate the Total with the Tape from Step 1.
7. Print the Session Checks.
8. Run the Session Expense Post Payment List and validate the Total with the Session Expense Prepayment List from Step 6.
9. Tear off extra stubs and discard.
10. Fold, sign and put the checks in envelopes
11. Take the checks to the Post Office for distribution to the member's offices.

The Session Check Process



1.3. Committee Expenditures

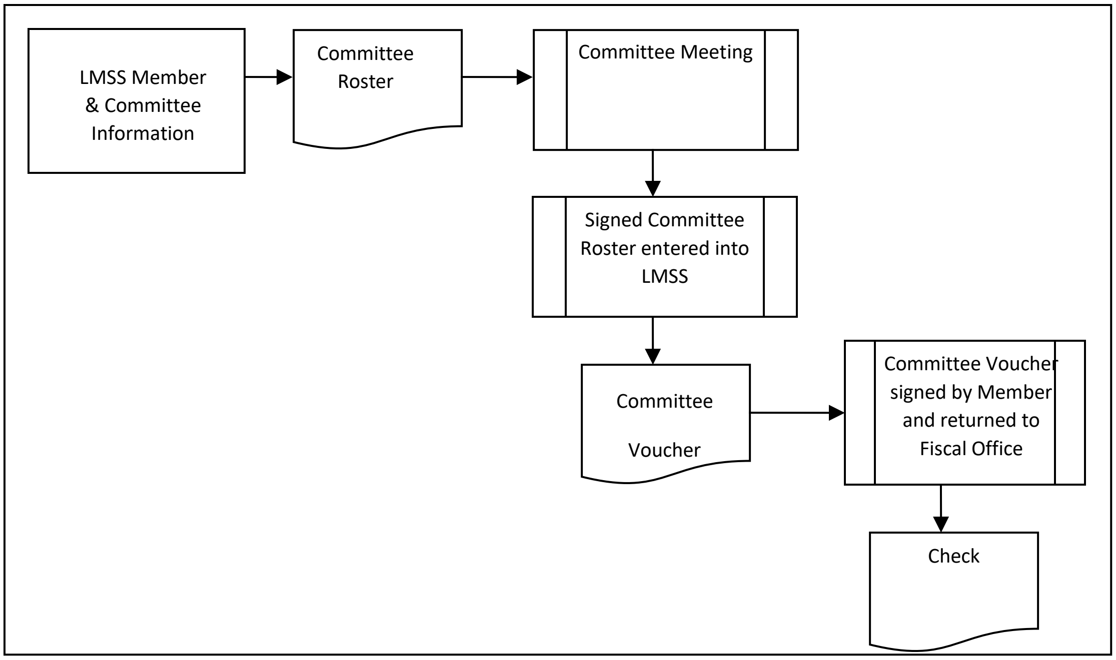
Legislative Members are reimbursed for expenses incurred for days in which they participate in a Committee Meeting. Members receive only one per diem per day even if they participate in more than one committee meeting in a given day.

Committee Expenses may include:

1. Per Diem - $128.00 per day
2. Meals and Lodging for out of State conference travel.
3. Conference Registration for out of State conference travel.
4. Airline Travel for out of State conference travel or for member who fly to Atlanta during the Session.
5. Limousine / Taxis for out of conference travel.
6. Round trip auto mileage from their house to the Capitol.

For each Committee meeting, the information in the LMSS system is used to generate a Committee Roster that lists the members on the Committee. The Committee Chairman signs a roster for committee members attending the meeting. The roster is provided to the Legislative Fiscal Office where each Member's participation is logged in LMSS. Based on the information in system, LMSS calculates each Committee Members reimbursements. A Committee Expense voucher is generated for each member on the Committee and sent to the Member's office. Members sign and return the vouchers to the Fiscal Office where they are provided with a reimbursement check.

The Committee Expense process is as follows:



Special Issues for Committee Expenses:

- If round trip mileage from the Member's house to the Capitol is less than 100 miles, federal and state taxes are deducted from the reimbursement. During the Session, Members are reimbursed for one round trip to the Capitol per week on their Session Checks. If additional mileage pay is requested, it comes out of the Member's Expense Account for Session Mileage.
- Members can request mileage for Committee Meetings that occur when the Session is in recess.
- Committee mileage is paid at $.28 per mile for the total distance a member drives in Georgia.
- For reporting purposes, out of state expenses incurred for conference are flagged in LMSS.

1.4. Expense Reimbursement

Legislatures are provided with an expense account of $7,000 per session year. Any balance of the $7,000 allowance not used in the first year of a term is automatically carried over to the second year. Any balance remaining at the end of a Legislature's term is returned to the State Treasury. To obtain expense account reimbursements, members complete a voucher and submit a receipt for their expenses to the Fiscal Office.

Reimbursable expenses include:

1. Per Diem
2. Meals
3. Lodging
4. Office Equipment
5. Personal Services
6. Postage
7. Print Publishing
8. Rent
9. Supplies
10. Telecommunications
11. Utilities

12. Transportation
13. Miscellaneous

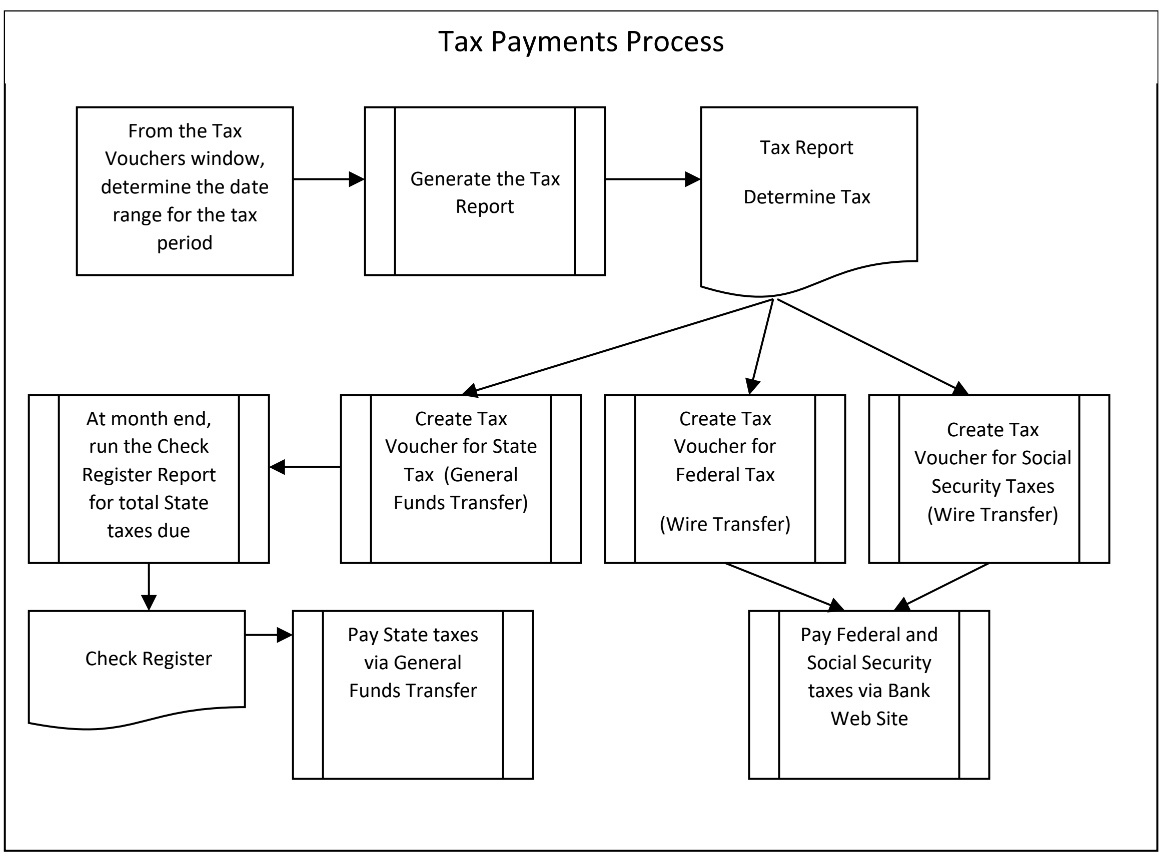
1.5. Tax Payment Processing

According to IRS regulations, certain reimbursable expenses are considered part of a member's salaries and subject to federal, state and social security taxes. LMSS tracks both the employee's and employer's share of these taxes which are paid every week during the year according to the following schedule:

- Withholding taxes are always on the 15^{th} day and last day of the month
- Taxes withheld from checks produced on Monday and Tuesday are paid before Friday of the same week.
- Taxes withheld from checks produced on Wednesday, Thursday or Friday are paid before Wednesday of the following week.

The process for paying State, Federal and Social Security taxes is a follows:

1. Open the Tax Vouchers window from the Utilities menu to obtain the date range for the taxes.
2. Run the Tax Report to obtain the total tax amounts for State, Federal, Social Security and Social Security Medical taxes for the date range.
3. Create the Tax Voucher for State taxes. State taxes are paid by completing a General Funds transfer.
4. Create the Tax Voucher for Federal taxes. Federal taxes are paid by wire transfer through the bank.
5. Create the Tax Voucher for Social Security taxes. Social Security taxes are paid by wire transfer through the bank.
6. Log into the bank web site to pay the Federal and Social Security taxes,
7. At the end of the month, the check register is run to obtain the total State tax due. A General Funds transfer is completed to pay State taxes.



1.6. Monthly Report Processing

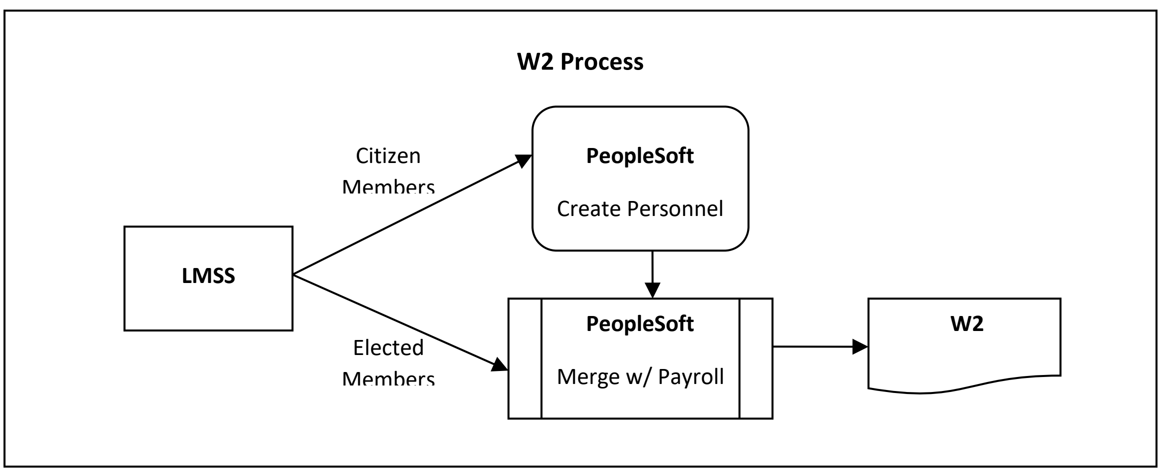
At the end of each month a series of reports are run to balance the check register and determine the journal voucher entries into the general ledger. The reports in the series consist of:

Report #	Description
1	AP Expense Distribution Report
2	Check Register
10	Ranking of Members by Committee days.
16	Tax Report
17	Unpaid voided vouchers for Committee Expenses

1.7. Payroll / W2 Processing

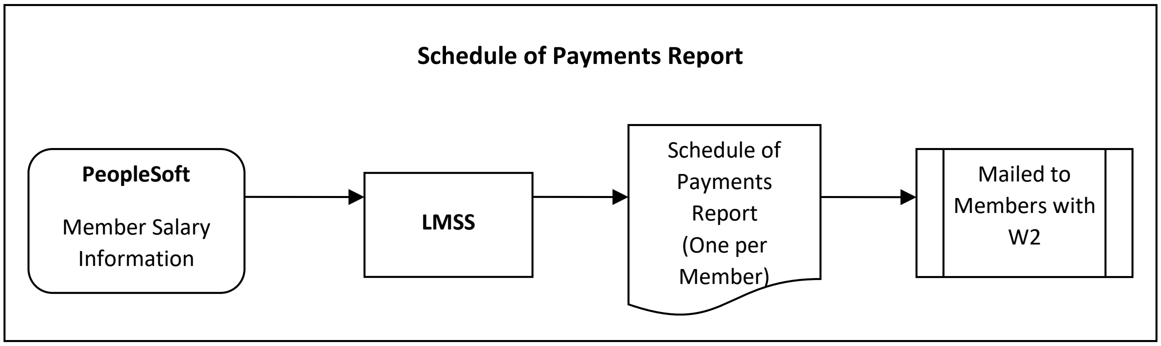
Legislative Member salaries are paid by the State's PeopleSoft HR / Payroll system maintained by the State Accounting Office. The expense reimbursement information is extracted from LMSS and merged into State's PeopleSoft HR/Payroll system to create W2's for Members. This process differs for elected members and citizen members.

1. Elected Members are paid by PeopleSoft. For Elected Members, the per diem reimbursements are merged with their payroll records to create W2's.
2. Citizen Members are not paid by PeopleSoft. For Citizen Members, a personnel record is created in PeopleSoft and the per diem reimbursement from LMSS are used to create their W2's.



1.8. Schedule of Payments Report

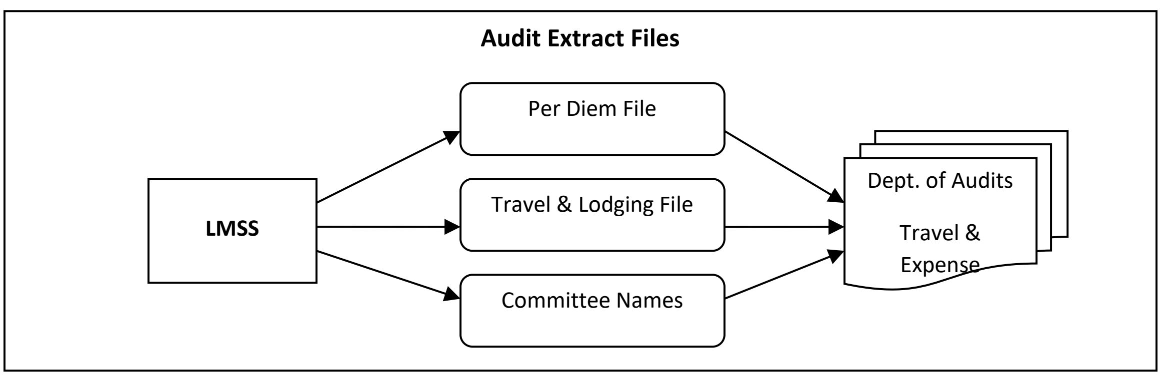
The Schedule of Payments Report contains all payments including payroll made to Legislatures. In order to capture the payroll information in LMSS, Member salary information is extracted from the PeopleSoft payroll and imported into LMSS for the Schedule of Payments report. Once a year, the Schedule of Payments report is printed and mailed to each member with their W2 form.



1.9. Audit Extract

Information is extracted from the LMSS system for the Department of Audits Travel and Expense Book. By running an automated process, three files are extracted from the LMSS system:

1. Per Diem File - A file is created that contains the per diem reimbursements (Session Checks, Committee Checks, Expense Account Reimbursements, etc.)
2. Transportation and Lodging File - A file is created that contains all transportation and lodging expenses.
3. Committee Names File - An informational file is created containing the Committee Names.



2. LMSS Menus

2.1. Menus

The LMSS System consists of the following main menus.

Menu Name	Description
File	Contains sub-menus that allow the user to: (1) create new member information, vouchers and voucher checks and (2) open existing member information and vouchers.
Utilities	Contains sub-menus that allow the user to access programs to perform check inquiries, generate mass Session and Committee Vouchers, create Tax Vouchers, run reports, generate extract files and change the system password.
Maintenance	Contains sub-menus for setting up general session and system information
Window	Allows the user to toggle between open windows
Help	Provides access to on-line help files.

2.2. The File Menu

The File menu consists of the following actions.

Action Name	Sub Action	Description
New	Member	Create a new member
	Voucher	Create a new voucher
	Voucher Checks	Create a new voucher check
Open	Member	Open a member record
	Voucher	Open a voucher
Close		Close the current window
Print Set-up		Printer and Page Setup Information
Exit		Exit LMSS

2.3. The Utilities Menu

The Utilities menu consists of the following actions.

Action Name	Description
Check Inquiry	Inquiry about a check
Generate Session Vouchers	Generate Session Vouchers for all members
Generate Committee Vouchers	Generate Committee Vouchers for all members
Tax Vouchers	Create Tax Vouchers for paying State, Federal and FICA taxes
Reports	Access system reports
Audit, Salary & W2s	Create the extract files for the audit, salary and W2 processes
Change Password	Change the user’s password.

2.4. The Maintenance Menu

The Maintenance menu consists of the following actions.

Action Name	Description
System Values	Add or edit the General Session Information or System Values
System Defaults	Edit the defaults for printer configuration and check numbering
Committee	Add or edit Committees
Committee Members	Add or edit Committee Members
Organization	Add or edit Organization Codes
Tax Check Adjustments	View Tax Deposit information

3. LMSS Screens and Processes

The LMSS screens and processes are organized by menu and consist of the following:

- Members Information Screens
- Voucher Information Screens
- Utility Screens
- Session Information Screens

3.1. Member Screens

Member information is accessed through the File Menu. Member information contains personal information about each member and information about the member for each session such as their district and organization information.

3.2. Voucher Screens

Voucher information is accessed through the File Menu or the Open Voucher icon. When a voucher has been paid the check number and status will appear in the lower right hand corner of the screen.

The Voucher types and associated system functionality are as follows:

Voucher Type	Voucher Name	Description
CE Voucher	Committee Expense Voucher	The Committee Expense Vouchers window is used to pay member per diem for days when the General Assembly is not in session and they participate in a Committee Meeting. The voucher tracks the committee code, services dates and expense information. The window also depicts the total amount of the vouchers and the tax deductions. Tax is deducted from the reimbursement for members whose round trip mileage to the Capitol is less than 100 miles.
ERA Voucher	Expense Reimbursement Account Voucher	The Expense Reimbursement Voucher window is used to pay member expenses from their expense account and tracks year to date totals. The right hand of the window depicts the expense account balance, the total amount of the vouchers and the tax deductions.
PDD Voucher	Per Diem Differential Voucher	This functionality is no longer required
OFF Voucher	Official Voucher	The Official Voucher window is used to pay per diem expenses for members who serve as leaders of the General Assembly. The voucher tracks the organization, services dates and expense information. The window also depicts the total amount of the vouchers and the tax deductions.
SE Voucher	Session Expense Voucher	The Session Voucher window is used to pay per diems for days in which the General Assembly was in session. The voucher contains the service date, per diem days and travel reimbursement information. The window also depicts the total amount of the vouchers and the tax deductions.

Each voucher will have one of the following as a status:

Voucher Status	Description
P	Paid
O	Open
V	Void

3.3. Utilities Screens

LMSS Utilities are accessed through the Utilities Menu. From the Utilities menu, the user can access the following system functionality:

Menu Item	Functionality
Check Inquiry	Inquire about the status of a check
Generate Session Vouchers	Allows the user to generate Session Vouchers for all members for a given number of Session Days.
Generate Committee Expense Vouchers	Allows the user to generate Committee Vouchers for all members for a given number of Committee Days
Create Tax Vouchers	Allows the user to create and access Tax Vouchers
Access Reports	Allows the user to select and run reports
Create the extract files for Audits, Salaries and W2s	Creates the extracts for the State Auditor's Travel and Expenditure Book and W2 processing. The utility also imports the payroll file from the State's PeopleSoft HRMS system that is used to create the Schedule of Payments Report
Change the system password	

3.4. Maintenance Screens

From the Maintenance Menu, a user can:

- Add or edit General Session Information
- Add or edit System Defaults
- Add or Edit Committee Information
- Add or edit Committee Members
- Add or edit Organization Codes
- View Tax Check information

4. LMSS Reports

There are 23 predefined reports in LMSS. The following table contains the name and description for each report. A sample of each is contained in Appendix B.

Number	Report Name	Description
1	AP Expense Distribution	This report contains payments to members for a specific date range sorted by organization code and voucher type. The report contains: sub totals by voucher for total expenses and the State's portion of FICA taxes; sub totals for each org and the grand total for expenses and the State's portion of FICA taxes.
2	Check Register	Detailed check register for a given date range with a grand total of expense checks for the date range.
3	Committee / Member Rooster	Listing of members who serve on a given Committee. The report is sorted by role with officers first. After the officers, the report is sorted alphabetically by member name.
4	ERA Outstanding Balances	This report contains a list of open or outstanding expense vouchers.
5	Per Diem Differential Outstanding Balance	This report contains a list of open or outstanding Per Diem Differential vouchers.
6	Monthly Expense Detail by Calendar / Fiscal Year	This report contains expenditure and travel reimbursements for members for a given date range with year to date totals and grand total. The report is grouped by Committee.
7	Monthly Expense Detail by Committee	This is the same report as #6, but has page breaks for each Committee.
8	Monthly Expense Detail by Member	This report contains expenditure and travel reimbursements to members for a given date range with year to date totals and grand total. The report is grouped by Member.
9	Monthly Expense Summary	Summary of monthly expenses and year to date totals grouped by Committee.
10	Ranking of Members by Committee Days	Listing of Committee days, expenses and travel for members. The report is sorted by number of days in descending order.
11	Session Expense Check Pre-payment list	Listing of pending session checks to be processed for a date range. Used a part of the Session Checks business process.
12	Session Expense Check Post-Payment List	Listing of session checks processed for a date range. Used a part of the Session Checks business process.
13	Committee Expense Pre-pay List	Listing of pending committee expense checks to be processed for a date range. This report is rarely used as committee checks are not generated in mass.
14	Committee Expense Post-pay List	Listing of committee expense checks processed for a date range. Not used as committee checks are not generated in mass.
15	Org Summary Tax Withholding	Listing of FICA, FICA Med, Federal and State withholding taxes by org code.
16	Tax Report	Summary of wage and reimbursement tax withholdings by day.

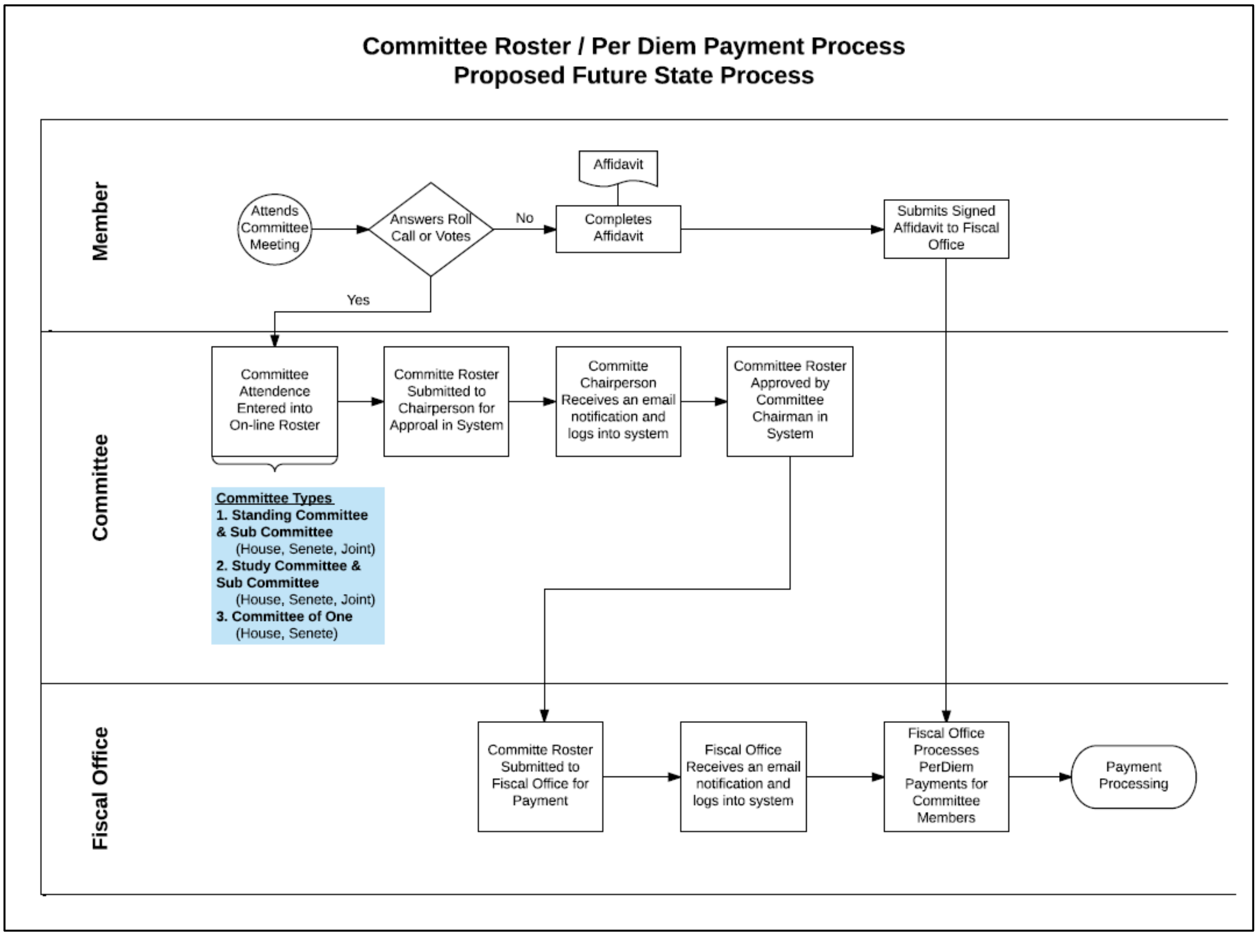
Number	Report Name	Description
17	Unpaid / Voided Voucher Register for CE	Listing of members with open and voided Committee Expense vouchers grouped by voucher status and org code.
18	Unpaid / Voided Voucher Register for ERA	Listing of members with open and voided Expense Account Reimbursement vouchers grouped by voucher status and organization code.
19	Unpaid / Voided Voucher Register for Official Vouchers	Listing of members with open and voided Official Vouchers grouped by voucher status and organization code.
20	Unpaid / Voided Voucher Register for PDD	Listing of members with open and voided Per Diem Differential vouchers grouped by voucher status and organization code.
21	Unpaid / Voided Voucher Register for SE	Listing of members with open and voided Session Expense vouchers grouped by voucher status and organization code.
22	Schedule of Payments	Yearly summary of payments to members including payroll data. The report is printed for each member and mailed to the members with their W2.
23	Schedule of Payments Totals	Grand Total of payments to members by voucher type.

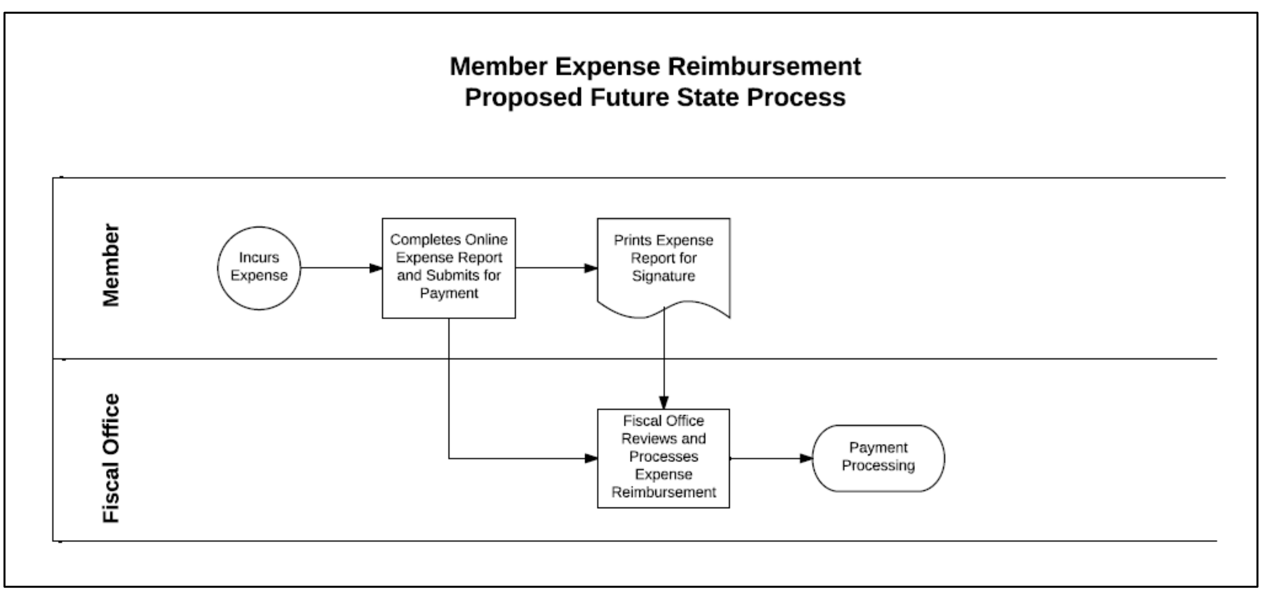
5. Table Structure

LMSS is comprised of fourteen tables which are listed below.

Number	Table Name	Description
1	diff_voucher	Contains information for members' Per Diem Differential Vouchers
2	era_voucher	Contains information for members' Expense Reimbursement Account Vouchers
3	off_voucher	Contains information for members' Official Vouchers
4	se_voucher	Contains information for members' Session Expense Vouchers
5	tax_voucher	Contains information for Tax Vouchers
6	ce_voucher	Contains information for members' Committee Expense Vouchers
7	org_code	Contains the organization codes
8	checks	Contains the information used to print checks
9	committee_list	Contains the list of committees
10	committee_member	Contains the Members who serve on Committees
11	committee_member_type	Contains the list of Committee Member Types
12	member_parent	Contains the member information for a given session
13	member_child	Contains the members personal information
14	system_values	Contains the general session information.
15	security	Contains the user name and password

APPENDIX B– LMSS FUTURE STATE PROCESS FLOWS





APPENDIX C– PROPOSED INTEGRATION DIAGRAM